

M e m o r a n d u m

Date: December 4, 2009

To: Office of the Assistant Commissioner, Field
Attention: Assistant Commissioner T. J. Clark

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.11626.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on September 21, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 117 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 42 items when rounded up to the next whole number (d).

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	39	33.33%	13.67	14
Telecommunications	54	46.15%	18.92	19
Fleet	14	11.97%	4.91	5
Weapons	10	8.55%	3.51	4
Total	117			42

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 34 of the 42 items were located. One item listed on the predetermined property list was transferred via a CHP 266, Credit memo-equipment form. Two items on the predetermined property list were not located. These two missing items were added since the last

Safety, Service, and Security

Office of the Assistant Commissioner, Field
Page 2
December 4, 2009

annual inventory. Additionally, five items were unavailable for inspection since personnel were out of the office. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, eight of the eight items reconciled. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through the Office of the Commissioner by March 4, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.


M. C. A. SANTIAGO, CIG
Assistant Commissioner

Attachments

cc: Office of the Commissioner
Fiscal Management Section
Telecommunications Section
Office of Inspections, Audits Unit

ATTACHMENT A

**OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
A.C. Field (002)
September 21, 2009**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Digital camera	119885				X		CHP 266, 10-1-08, to 076N
Pager	R34672	X					CHP 51, placed back onto inventory 8-13-09
CB radio	R39735	X					CHP 51, placed back onto inventory 8-13-09
Mobile radio	R40850					X	Task force, employee on vaction until 10-5-09
Mobile repeater	R45946					X	Task force, employee on vacation until 10-5-09
Scanner	R53858					X	Task force, employee on vacation until 10-5-09
Hand held radio	R64563					X	Employee out of office
Vehicle	C1589					X	Task force, employee on vacation until 10-5-09

ATTACHMENT B

CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
A.C. Field (002)

ATTACHMENT B

	ASSET #	DESCRIPTION			Y	N	A	T	C	NOTES
Property inspection list to equipment										
1	119885	DIGITAL CAMERA	SONY	149879				X		CHP 266, 10-1-08, to 076N
2	122407	LAPTOP	COMPAQ	3J16FMPZEGD2	X					
3	127054	SCANNER SCANJET 5300 CX	HEWLETT PA	TW11321130	X					
4	139363	LAPTOP	GATEWAY	0035500215	X					
5	145204	PRINTER	HEWLETT PA	CNTBB59383	X					
6	147469	LAPTOP	GATEWAY	0037134853	X					
7	148999	COMPUTER	HEWLETT PA	2UA7041G49	X					
8	149000	COMPUTER	HEWLETT PA	2UA71601DY	X					
9	150732	PROJECTOR	OPTOMA	086K704AAAAAC0340	X					
10	158220	TELEVISION HD LCD 32"	SAMSUNG	B4693CDQ415469W	X					
11	158221	DVD / VCR COMBO	SAMSUNG	94466RBP507312K	X					
12	164613	COMPUTER	HEWLETT PA	MXL8330J9Z	X					
13	165611	COMPUTER	HEWLETT PA	MXL83907PJ	X					
14	80720	RECORDER HAND-HELD MIC	OLYMPUS	170706	X					
Equipment to inventory list										
1	142163	FACSIMILE MACHINE	BROTHER	BROJ5J348525			X			
2	142276	DVD PLAYER	JVC	170K1609			X			
3	143394	LAPTOP	GATEWAY	0036145916			X			
4	146603	DIGITAL CAMERA	CANON	2328929541			X			
5	75447	RECORDER TAPE MICROCAS	LANIER	777269			X			

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT C

CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY RECORD INSPECTION REPORT
A.C. Field (002)

ATTACHMENT C

	ASSET #	DESCRIPTION	MISC.			Y	N	A	T	C	NOTES
Property inspection list to equipment											
1	R100089	Cellular Telephone	AAI08		VERIZON	x					
2	R34672	Pager	DC 637	238AGC0506	MOTOR		x				CHP 51, placed back onto inventory 8-13-09
3	R39735	Citizen Band Radio		311463			x				CHP 51, placed back onto inventory 8-13-09
4	R40850	Mobile Radio		9523471	G E		x				Task force, employee on vacation until 10-5-09
5	R42886	Mobile Radio	5MAJ954	9541559	G E	x					
6	R42964	Mobile Radio		9541823	G E	x					
7	R45946	Mobile Repeater		7723455	G E		x				Task force, employee on vacation until 10-5-09
8	R53858	Scanner		45006589	UNIDEN		x				Task force, employee on vacation until 10-5-09
9	R54434	Scanner		45005336	UNIDEN	x					
10	R61440	Hand-Held Radio	MM 08-094	402AWUF948	MOTOR	x					
11	R63715	Hand-Held Radio	MM #08-025	402AWY0498	MOTOR	x					
12	R64563	Hand-Held Radio	MM #08-026	402AWY7394	MOTOR		x				Employee out of office
13	R66868	Hand-Held Radio		402AXA3621	MOTOR	x					
14	R71317	Battery Charger - Radio			MOTOR	x					
15	R85491	Control Head - Mobile	5MAJ954		GE	x					
16	R86577	Control Head - Mobile			GE	x					
17	R90672	Control Head - Mobile	6AOC414		GE	x					
18	R98910	Cellular Telephone			MOTOR	x					
19	R98915	Cellular Telephone			MOTOR	x					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY RECORD INSPECTION REPORT
A.C. Field (002)

ATTACHMENT C

	ASSET #	DESCRIPTION	MISC.			Y	N	A	T	C	NOTES
Equipment to inventory list											
1	R45448	Mobile Repeater		7639674	G E			X			
2	R49599	Mobile Repeater	3QDY761	7821197	GE			X			
3	R71318	Battery Charger - Radio			MOTOR			X			

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT D

STATION	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL	FILE NO
002	3CEY761 (1)	5NAJ854 Y	EXECUTIVE VEHICLES	2005	FCF	CFMVC	001
002	3CFE342 (2)	6ACC414 Y	DIVISION CHIEF VEHICLES	2007	ECC	CHAFCEF	001 EBRLY
002	3CFE69C 3	6AS722	COMMISSIONER VEHICLES	2007	ECC	CHAFCEF	001
002	E1575 4	5NEE167	UNDEF COVER VEHICLES	2005	CFE	INFALA	001
002	E1586 (5)	5LNY523 Y	UNDEF COVER VEHICLES	2005	CFE	INFALA	001 SCIF PRER
002	E1587 6	5LSN268	UNDEF COVER VEHICLES	2005	CFE	INFALA	001
002	E1588 (7)	5LSF67C Y	UNDEF COVER VEHICLES	2005	CFE	INFALA	001 SCIF NEWMAN
002	E1589 (8)	5LLB125 N	UNDEF COVER VEHICLES	2005	CFE	INFALA	001 SCIF SPEC VAC 10-56
002	E1632 9	1223789	FCCL	2007	CHF	SEEFINC 4 CYL	001
002	E1651 10	1223806	FCCL	2007	CHF	SEEFINC 4 CYL	001
002	E1653 11	1223808	FCCL	2007	CHF	SEEFINC 4 CYL	001
002	E1659 12	124823C	FCCL	2007	CHF	SEEFINC 4 CYL	001
002	E1660 13	1248231	FCCL	2007	CHF	SEEFINC 4 CYL	001
002	E1661 14	1248232	FCCL	2007	CHF	SEEFINC 4 CYL	001

Page Number: 1

(14)

If vehicles have been transferred - attach CHF 57 form(s)

VERIFIED BY: _____ DATE: _____

COMMANDEE SIGNATURE: _____

4 OF 5 VEHICLES INSPECTED

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT E

Complete Area Inventory

002 - A C Field

August 11, 2009

Officer Issued Weapons

Smith & Wesson - 4006TSW

(201) Issued to officer

<u>ID#</u>	<u>Last Name</u>	<u>First Name</u>	<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
9578	CLARK	TIMOTHY	CHP8985	E8985 /	
10765	EBERLY	FRITZ	CHP5325	E5325 2	
15707	HAWKINS	BRIAN	CHP9022	E9022 (3) Y	
12034	MASKARICH	MICHAEL	CHP1586	E1586 (4) Y	
11177	PELFANIO	JERRY	CHP8364	E8364 5	
13760	WILLIAMS	ANDREW	CHP9348	E9348 6	

Issued to officer: 6

Smith & Wesson - 4006TSW: 6

Smith & Wesson - 4013

(201) Issued to officer

<u>ID#</u>	<u>Last Name</u>	<u>First Name</u>	<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
9578	CLARK	TIMOTHY	MSF4681	S0093 7	
10765	EBERLY	FRITZ	MSF2362	S0076 (8) Y	
12034	MASKARICH	MICHAEL	MSF5139	S0543 (9) Y	
11177	PELFANIO	JERRY	VJF5231	T0020 10	

Issued to officer: 4

Smith & Wesson - 4013: 4

Officer Issued Weapons Total: 10

Area Grand Total: (10)

4 OF 4 WEAPONS
INSPECTED

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

002-01

State of California

Business, Transportation and Housing Agency

M e m o r a n d u m

Date: October 29, 2008

To: All Executive Offices

From: DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
Office of the Commissioner

File No.: 01.9457.A04969.047.000_memo_Dep1

Subject: RECONCILIATION OF MISSING TELECOMMUNICATIONS EQUIPMENT

As outlined in the Comm-Net message dated September 15, 2008, there has been a significant change in policy for documenting items that are not located upon the completion of an annual, change of command, or combination inventory.

In addition to the changes outlined in the Comm-Net, the Commissioner has directed that each office/section attempt to locate items that were previously listed as "missing" and subsequently deleted from their inventory. Attached is a report of missing items which were last known to be assigned to your office/section. Specifically, the listing applies to R-Numbered (Telecommunications) equipment.

Please perform a comprehensive search for the missing items and report your findings, by memorandum, to this office by December 15, 2008. Items that are not located as a result of this search will be returned to your office/section inventory.

During the first quarter of 2009, an updated spreadsheet of missing items will be prepared and distributed. Items listed on that spreadsheet will be subject to quarterly reporting until the item is located or until two inventory cycles have passed with negative results. Quarterly reports will document the efforts taken to locate the missing equipment and shall be submitted to the Office of Inspections.

Should you have any questions, please contact Telecommunications Section commander, Captain Marc Shaw, at (916) 375-2901.


R. D. CARTER
Deputy Commissioner

Attachments

Safety, Service, and Security

M e m o r a n d u m

002-02
ITEMS: ~~R 39735~~
R 39735

Date: August 13, 2009

To: Assistant Commissioner, Field

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Commissioner

File No.: 01.9457.A06786.047.000_memo_Dep_3qtr

Subject: RECONCILIATION OF MISSING TELECOMMUNICATIONS EQUIPMENT

Attached is the updated spreadsheet of missing R-Numbered (Telecommunications) equipment which was last known to be assigned to your office. As directed in the memorandum dated October 29, 2008, the items listed are subject to quarterly reporting until located. Quarterly reports will document the efforts taken to locate the missing equipment and shall be submitted to the Office of Inspections. The first quarterly report is due October 15, 2009, and will span the time period of July 1, 2009, through September 30, 2009. Each subsequent report is due on the 15th day of the first month following the end of the quarter.

Your office can check on possible changes to equipment assignments by going to the California Highway Patrol (CHP) Intranet page and entering <http://10.240.2.200/or.asp>. Equipment assignment information can be obtained by entering the property tag number (5 or 6 digit CHP #, R #, AF #, or X #). This web site is case sensitive and capital letters must be used. If the item has been surveyed by the appropriate Office of Primary Interest, commands can confirm the survey by contacting Telecommunications Section for R-Numbered equipment, Information Technology Section for computer equipment, or Business Services Section, Supply Services Unit, for all other CHP numbered equipment.

Should you have any questions, please contact Telecommunications Section commander, Captain Joe Whiteford, at (916) 375-2901.



R. D. CARTER
Deputy Commissioner

Attachment

cc: Office of Inspections

Safety, Service, and Security

002-03

Inventory Report for Telecommunications Equipment
OOO Missing Items

Last Known Area	Year of Change	Asset #	Equipment Type	Serial Number	Manufacturer	Model	Note #1	Note #2	Note #3
002	1997	R34672	Pager	23A4C050	MOTOROLA	ADP/CAC1469	Dist 637/Anderson - A/C Field H Pageboy II H UNACCOUNTED FOR 1997 INV. - 002	DC 637	
002	1997	R39735	Radio	211450		TRC-416	Escort veh w/rocket fuel/Spere/A/C Field H Mag mount antenna 21-440 H UNACCOUNTED FOR 1997 INV. - 002		

09/11/2008

Return to Areas

002-04

Last Known Area	Year of Change	Asset #	Equipment Type	Serial Number	Manufacturer	Model	Notes
002	1997	R34672	Pager	238AGC0506	MOTOROLA	A01CAC1468	DC 637
002	1997	R39735	Citizen Band Radio	311463		TRC-418	

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
CREDIT MEMO - EQUIPMENT
CHP 266 (Rev. 10-07) OPI 076

INSTRUCTIONS TO COMPLETE
AND DISTRIBUTE ON REVERSE

☒ Return ☐ Repair ☐ Transfer
☐ Loan, return by: _____

002-05

FROM: (COMMAND NAME)		LOCATION CODE	PREPARED BY	DATE
Assistant Commissioner, Field		002	Marlo Albert	10/01/2008
TO: (COMMAND NAME)		LOCATION CODE	NUMBER BOXES/PIECES IN THIS SHIPMENT	
Supply Services Unit		076W	2	
SHIPPED VIA			DRIVER'S SIGNATURE	
<input type="checkbox"/> SSU truck <input checked="" type="checkbox"/> Other (specify): Mail				

EQUIPMENT

EQUIPMENT
MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

[illegible]